

## REALTOR PARTNER TRAINING CHECKLIST

Employee: \_\_\_\_\_

Start Date: \_\_\_\_\_ End of Trial Period: \_\_\_\_\_

Training Completion Date: \_\_\_\_\_

Date	Item	Initial as Completed	
		Employee	Trainer
	What is expected of a Jr. Partner and what you can expect from us		
	How Your Team Works		
	Starting your day at the office - Picking up your schedule		
	Wednesday Office Meetings		
	Thursday Training Meetings		
	Training available outside of Realty First		
	Attending MLS Meetings		
	Turning in your checklists: ACCOUNTABILITY		
	Road to Success		
	Lead Tracker		
	Pay Log		
	Weekly Performance Standards Report		
	Grading your checklists (B's or better!!)		
<b>LEADS</b>	Lead Sources		
	Tracking Leads		
	Soliciting Leads		
	Converting Leads		
	Generating Leads		
	Getting your Client Pre-Qualified / Pre-Approved		
	Road to Success		
<b>APPT'S</b>	Initial Client Appointment (ACT, Calendar, Set Up & Process)		
	Initial Client Appointment Discussion Checklist		
	Initial Client Folders for Buyers (Welcome to the Real Estate Jungle)		
	Initial Client Folders for Sellers (Smooth "Sale" ing)		
	Advocate File		
	Initial Client Appointment Language and verbage		
	Initial Client Appointment Practice (Attend 5, Practice 5, Conduct 5)		
<b>SERCHES</b>	MLS - Entering your new Prospect		
	MLS - Setting Up Automatic Search		
	Arranging & Tracking your Showings		
	Showing Property Safely		
<b>CONTRACTS</b>	Contract Interpretation - Understanding the Purchase Agreement		
	Writing Contracts		
	Negotiating Contracts		
	Contract Attachments		
<b>ESCROW</b>	What makes a Completed and Accepted Contract		
	Preparing your new Contract for Escrow		
	Congratulating your Client and setting yourself up for Referrals.		
	Transitioning your client into the Transaction Department		
	Tuesday Update Calls		
	Inspections and Inspection Periods		
	Attending your Signings		
	Client Walk Thru & Celebration Day!		
	HOW TO BECOME A Sr. Partner		
<b>READ</b>	Who Moved my Cheese		
	What Client Love		
	Raving Fans		

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_